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SEP 26 1956

Chief, Management Staff

Chief, O&M Staff (DD/S Area)

Work Report for Period 20 September 1956 through 26 September 1956

1. Accomplishment

- a. MS 6-19, OTR, Study of OTR Clerical Training Program; Survey Staff Study forwarded to DD/S on 2 August 1956 through Director of Training (for concurrence); completion report executed on 25 September 1956 in order to remove project from active list. [REDACTED]

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- b. Beneficial Suggestion No. 1336 reevaluated. [REDACTED]

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- c. Beneficial Suggestion No. 2413 evaluated. [REDACTED]

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2. Assignments

- a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED]

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- b. MS 5-1A, OC, Follow-up on Implementation of Management Staff Recommendation regarding survey of Fiscal Division. [REDACTED]

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- c. MS 5-1D, OC, Study of Budget Division. [REDACTED]

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- d. MS 5-1E, OC, Study of Technical Accounting Staff. [REDACTED]

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- e. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED]

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- f. MS 5-80, OL, Review of Procedures, Printing Services Division. [REDACTED]

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- g. MS 6-1h, Study of Agency Overtime Practices. [REDACTED]

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- h. MS 5-38, T/O System Analysis, Manpower Control. [REDACTED]

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- i. MS 6-28, OS, Administrative Survey of Correspondence and Records Branch; Transfer of UV Slots, Field to Headquarters and Establishment of New Organizational Components. [REDACTED]

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- j. MS 6-47, OC, Study of Use of UV Funds to pay Agency Employees. [REDACTED]

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- k. MS 6-48, OS, Reorganization of Support Branch, S&D. [REDACTED]

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- l. MS 6-49, OTR, Study of OTR Language and Area Instruction. [REDACTED]

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- m. MS 886, OL, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED]

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n. MS 949, OTR, Reorganization of Basic and Intelligence Schools and the Establishment of a School of International Communism, 65 positions. [REDACTED] 25X1A9a

o. MS 6-51, DD/S Area, Coordination on the Study of Feasibility of Transferring, from OCR to OTR, CIA Library Branch Two and Establishing a Communism Library in OTR; Project assigned to Mr. [REDACTED], DD/I Area. [REDACTED] 25X1A9a

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3. Training

a. One Hour - Seminar on specific methods and problems encountered in O&M Work. [REDACTED]

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b. Two and one half Hours - Study of O&M Techniques as applicable to CIA. [REDACTED]

[REDACTED] 25X1A9a